

CITY OF HAYWARD

COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT ADMINISTRATOR

DEFINITION

To perform responsible administrative and professional work in the management and direction of the City's long range/program planning, housing and community development programs, the Community Development Block-Grant, social services and paratransit programs and in the development and implementation of an economic development program. Exercises a high degree of independent judgment in completing major projects affecting the economic and social well being of the City.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community and Economic Development.

Provides supervision to professional, technical, and clerical staff.

ESSENTIAL DUTIES

1. Assists in the development and implementation of goals, objectives, policies, and priorities.
2. Administers and implements housing, social service, community development, and economic development programs and projects including the Community Development Block-Grant and housing rehabilitation programs.
3. Supervises, directs, and coordinates the City's advanced planning and program planning programs; supervise special planning, zoning, and environmental studies; prepares reports and findings.
4. Coordinates planning activities with other City departments and with outside agencies.
5. Develops and conducts major studies, needs assessments, and research analyses relative to areas of responsibility.
6. Develops methodology and supervises the gathering of data for forecasting economic activity at the City, regional, and neighborhood level.
7. Develops data, background information, and policy recommendations for major housing and land use planning efforts.

ESSENTIAL DUTIES (continued)

8. Identifies and develops techniques, strategies, and programs to stimulate commercial, residential and industrial activity and job development within the City, including development of financial incentives such as tax exempt bonds.
9. Oversees development and administration of Federal and State grants and develops new sources of funding.
10. Works cooperatively with the redevelopment agency in developing appropriate programs in project areas.
11. Coordinates project activities including real estate acquisition and disposition, relocations, demolition, building construction and rehabilitation, and project improvements when necessary.
12. Prepares and administers contracts in accordance with contract specifications developed in cooperation with the City Attorney's office.
13. Performs legislative analysis.
14. Works closely with City Council and community groups including real estate and business groups, providing staffing to community boards and commissions.
15. Develops and implements evaluation and monitoring systems for programs in areas of responsibility.
16. Maintains liaison with appropriate governmental jurisdictions promoting program coordination, cooperation and information exchange.
17. Performs general administrative activities including preparation and administration of budgets, contracts, resolutions, correspondence and related materials as appropriate.
18. Coordinates, trains, supervises, and evaluates staff.
19. Provides technical assistance to and coordinates activities with City departments and appropriate organizational units inside and outside the City.

OTHER JOB RELATED DUTIES

1. Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Economic development and public policy principles and practices.
- B. Federal, state, and local programs and resources for economic development, housing development and rehabilitation, social services, community development and business assistance, and procedures for obtaining funds.
- C. Joint public/private sector approaches to economic and community development and techniques to stimulate and promote economic activity in urban areas.
- D. Financial techniques and procedures relating to real estate and business development, industrial development and land financing.
- E. Program monitoring and evaluation methods.
- F. Principles and practices of planning and public administration.
- G. California Environmental Quality Act, National Environmental Policy Act and other environmental laws.

Ability to:

- H. Identify community social service, economic and housing needs and to develop programs responsive to those needs.
- I. Work with diverse groups to achieve program goals.
- J. Analytically identify appropriate courses of action.

Ability to (continued):

- K. Communicate clearly and concisely, orally and in writing.
- L. Coordinate, direct, and develop staff.
- M. Work independently and exercise considerable independent judgment in resolving issues of major importance to the City.

EXPERIENCE AND TRAINING

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of recent professional experience in city, county, or regional economic development and block-grant administration, planning, or a closely related field, involving program development, capital improvements, data analysis, and supervision of staff services.

Training:

Graduation from an accredited college with a Bachelor's Degree in public or business administration, planning, economics or closely related field.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:
stamina to work hours beyond the usual 40 hour work week as required and ability to work in a standard office environment.

PROBATIONARY PERIOD: One year.

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June 1985

Revised August 1993

APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt